



OFFICE OF THE HEALTHCARE ADVOCATE
JOB OPPORTUNITY
STAFF ATTORNEY 2

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To:	The Public
Location:	45 Capital Avenue, Hartford, CT
Job Posting No:	113161
Hours:	Full-time, 40 hour work week (M-F)
Salary:	(AR 28) \$84,204 - \$107,758 (note, new hires to state service start at the minimum salary range)
Closing Date:	December 21, 2015

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties include: The Staff Attorney 2 position will acts as hearing officer or represents OHA in formal administrative and public proceedings involving legal and technical issues; analyzes complex and technical evidence; negotiates and drafts settlement agreements; drafts advisory opinions, rulings, decisions, recommendations, findings, legislation, statutes, regulations, publications and other related legal documents; assists in the preparation and presentation of appeals; researches routine legal issues and assists in researching complex legal issues; conducts investigations; prepares comprehensive reports for use in administrative proceedings; interprets statutes, regulations and rulings; participates in the conduct of various educational activities; may provide legal counsel and advice when duly authorized; may testify at or monitor legislative proceedings; reviews court decisions, new and proposed laws and regulations to determine impact on agency operations; assists in the preparation and maintenance of precedent manuals; reviews legal and other related documents for legal sufficiency.

MINIMUM QUALIFICATION REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation particularly as they relate to the regulation of the insurance industry; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in the practice of law.

Special Requirements:

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

***Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, law school transcript and a fully completed Application for Employment (Form CT-HR-12) which is available at: [Department of Administrative Services website](#) State Employees to submit copies of their last two (2) service ratings. **Incomplete, blank or late applications will NOT be considered. We are unable to confirm receipt of applications. Please send completed application package to:**

Connecticut Insurance Department
Human Resources Division
P.O. Box 816
Hartford, CT 06142-0816
Attn: Carmen Rivera, HR Assistant

Your application package may also be dropped off between the hours of 8:30 a.m. and 4:30 p.m. on business days at the Connecticut Insurance Department located at 153 Market Street, 7th Floor, Hartford, CT.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.